Syllabus for Vocational Education and Training (VET) Course

MS – PowerPoint Package

Course Code	:	**STCVE015**
Course Coordinator	:	**Jomy Joseph**
		In-Charge
		Computer Centre
Maximum intake	:	**50**
Eligibility	:	***Any regular UG or PG student of the College***

Objective:
(1) To provide students a hands on experience in preparation of presentations using MS PowerPoint package

Module 1   Introduction:
Getting Acquainted with PowerPoint, Creating Basic Presentations, Using Presentation Views

Module 2   Designing and Formatting:
Using Text, Using Clip Art, Using Smart Art, Using Slideshow View, Printing Your Presentation, Applying Animations, Drawing Objects, Inserting Video & Sound, Using Themes, Using Presentation Masters, Setting Up the Presentation, Applying Actions, Inserting Charts, Tables and Objects

Module 3   Setting PowerPoint Options

Theory: **20%** & Practical: **80%**